

CITY SECRETARY

Department Description and Mission

The Office of the City Secretary is responsible for recording the minutes of City Council meetings and maintaining all official City records. The activities of the City Secretary include: preparing the Council meeting agenda, administering City elections, receiving vendor bid proposals, and processing Council motions, resolutions and ordinances.

Department Organization

City Secretary	
750001	
FTEs:	10.0
Exp.:	929,400

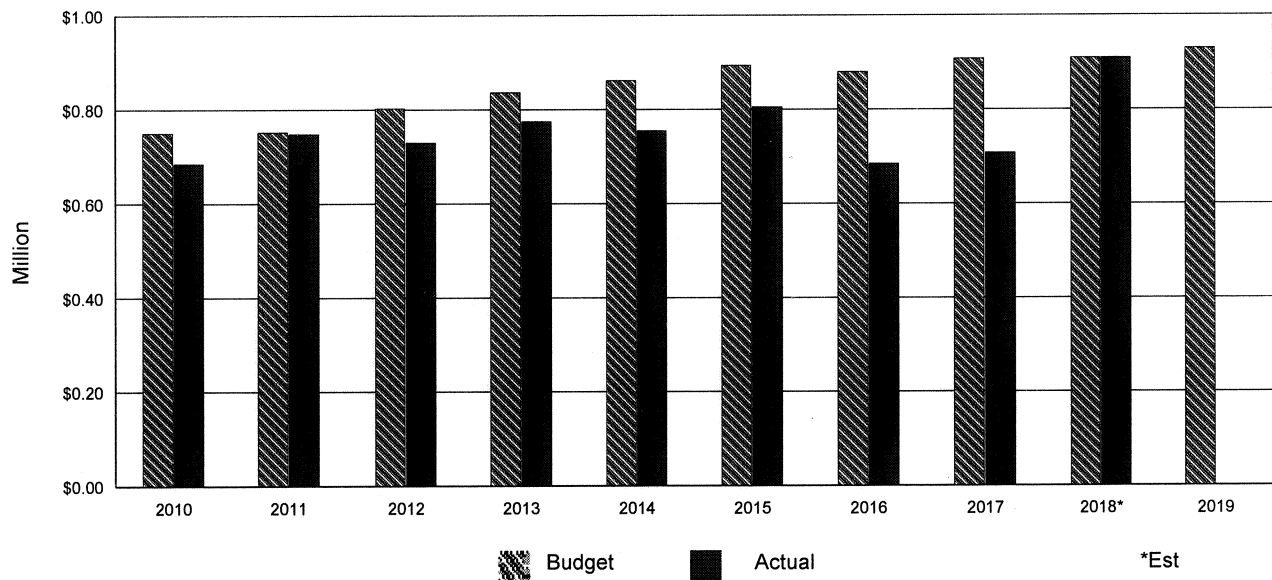
FISCAL YEAR 2019 BUDGET

Business Area Budget Summary

Fund Name : General Fund
Business Area : City Secretary
Fund No. /Bus. Area No. : 1000 / 7500

		FY2017 Actual	FY2018 Current Budget	FY2018 Estimate	FY2019 Budget
Expenditures	Personnel Services	628,441	731,154	731,154	699,524
	Supplies	4,554	22,186	22,186	23,325
	Other Services and Charges	75,119	156,191	156,191	206,551
	Total M & O Expenditures	708,114	909,531	909,531	929,400
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	708,114	909,531	909,531	929,400
Revenues		0	0	0	0
Staffing	Full-Time Equivalents - Civilian	8.9	12.0	11.0	10.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	8.9	12.0	11.0	10.0
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2019 Budget provides funding for health benefits and pension contribution.				

City Secretary
Current Budget vs Actual Expenditures



FISCAL YEAR 2019 BUDGET

Fund Name	:	General Fund
Business Area	:	City Secretary
Fund No. /Bus Area No.	:	1000 / 7500

Division Description	FY2017 Actual		FY2018 Estimate		FY2019 Budget	
	FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
CSC - City Secretary 750001 The official custodian of all papers and records of city council proceedings of the City, with power to make certificates of the proceedings. Prepare minutes and motions in final form, process ordinances, resolutions, and receive vendor bid proposals.	8.9	708,114	11.0	909,531	10.0	929,400
Total	8.9	708,114	11.0	909,531	10.0	929,400